



## *St Cecilia's Catholic Primary School*

24 May 2019

Dear Parents/Guardians

### SCHOOL REPORTS – ONLINE

At the end of last year, the school transitioned from hard copy (paper) School Reports to online reports, accessible to parents via SEQTA Engage portal.

If you have not yet set up your SEQTA Engage account to access online reports, you will receive an email with a link to do so. Follow the steps to set up your account. (Reminder: If you have previously setup an account, you will not receive this welcome email).

The link expires **within 7 days**, so it is imperative that you set up your account as soon as you receive the email. Below is a summary of instructions.

Should you require any assistance, please **do not contact SEQTA directly** but contact the school as we can assist.

An automated message from SEQTA will be sent to your email address, with a link and advice on how to setup your SEQTA account. (Please check your SPAM, Junk Mail, etc. as the email from SEQTA may go into one of these if you do not receive it in your Inbox.)

The link you receive will **expire in 7 days**, so it is imperative that you sent up your account as soon as you receive the link.

If you do not have access to an email address or would like a hard copy report, please send in a signed written request and the school will provide you with a hard copy. The reports will be ready for collection at the end of the last day of Term 2, Friday 5 July 2019.

If you have set up an amount but cannot remember your password, click on the "forgot password" button and an email will be sent with a reset password link.

If you cannot remember your username, please contact the school and we can assist you.

We thank you for your cooperation and should you require any other clarification please do not hesitate to contact us.

Yours faithfully

Mrs Mandy Sheen  
Assistant Principal

*Faith Family Friendship*